

ENERGY MANAGEMENT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To provide direction, management and oversight of the City's energy management program. To advance energy management and conservation goals and objectives for the City of Tempe. To affect behavioral and cultural change related to use of energy resources. To research and identify emerging technology that may be suitable for the City of Tempe to pursue.

Supervision Received and Exercised:

Receives general supervision from a Public Works Director or other management staff.

May provide technical and functional direction to lower level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Defines and accomplishes established strategic goals and objectives of the Energy Management Program as determined by the Public Works Director; works in close cooperation with department directors to further the energy management objectives of the City;
- Develops a collaborative system that encourages cross-functional cooperation and focuses on implementing programs to meet identified timelines;
- Conducts research, analysis, support and input into the development, implementation and operation of the Energy Management Program;
- Monitors baseline energy consumption to determine goals and objectives; monitors benchmarks and performance; and prepares written and oral reports on outcomes;
- Researches applicable renewable energy technologies; develops and makes recommendations to upper level management and the City Council; develops and manages professional services contracts; acts as liaison with construction project managers; and reports on energy generation to appropriate staff;

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Energy Management Coordinator (continued)

- Analyzes best practices to reduce energy costs and greenhouse emissions; conducts technological analysis of organization emissions scenario planning; and conducts fiscal, environmental, and community impact analysis;
- Provides technical assistance to internal and external stakeholders in energy efficiency, renewable energy, building codes and climate management; increases multi-sector partnerships to achieve community goals;
- Identifies funding opportunities through private, regional and federal resources; writes and submits federal/state grant proposals to receive money for energy conservation projects/programs; Maintains proper federally required reports and submits reports properly; and seeks various other grant related opportunities and prepare grant submittals;
- Evaluates efficiency of current energy management programs; conducts annual energy audits of City facilities and makes recommendations for appropriate energy conservation measures; analyzes building utility bills to determine energy usage trends; and monitors the results of energy conservation programs;
- Prepares budgets and performs cost analysis, cost avoidance, and cost projections and controls costs of energy conservation programs;
- Prepares narrative and statistical reports to Department/Division management; confers with engineers, process control specialists, and/or consultants on energy management issues; and may oversee and monitor work of contractors;
- Performs various administrative tasks; establishes operation procedures and standards;
- Coordinates activities with appropriate Council sub-committees and boards/commissions, as necessary; prepares Council reports, memos and other forms of communication; and formulates new policies in response to Council direction;
- Attends City Council, board/commission, neighborhood and various other meetings; supports and represents City Council and management policies and practices to the public and other City employees;
- Measures and evaluates work performance, develops schedules, develops training and work procedure guidelines, and prioritizes workloads;

Performs other duties as assigned.

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Energy Management Coordinator (continued)

Minimum Qualifications:

Experience:

Requires five years of full-time professional level program or project coordination work experience, with at least two years in environmental conservation, energy resource management or an area related to the core functions of this position. Grant writing or experience with applying for grants in a professional position preferred.

Education:

Equivalent to a Bachelor's degree in Environmental Planning, Environmental Design, Public Administration, Business Management or degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Considerable reading and close vision work
- May require working extended hours
- May work alone for extended periods of time
- Other physical attributes essential to the classification

Competencies:

(Pending)

Job Code: 488

Status: Exempt

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